

## **CHECKLIST FOR WATER/SEWER SERVICE APPLICATION**

**The Water & Sewer Billing and Collection Division manages the water and sewer accounts for residents in north Fulton County, north of the Chattahoochee River.**

**OWNERS:** Along with the **NEW SERVICE** application, please provide:

- Copy of the Settlement Statement\*\*;
- Valid Government Issued picture identification;
- Management Agreement; **ONLY** if you will have your property managed by a third party.

\*\*In lieu of settlement statement; Deeds (e.g., Foreclosure, Security and Warranty) may be submitted; however, the document **MUST** be recorded by the court.

**TENANTS:** Along with the **NEW SERVICE** application please, provide:

\*Please note that the **OWNER/MANAGEMENT COMPANY** of the property must have an account in order for a tenant to establish service.

- First page of lease, which includes owner/tenant information and dates of lease;
- Signature page of lease, which includes signatures of both parties on lease;
- Valid Government Issued picture identification.

**MANAGEMENT COMPANY:** Along with the **NEW SERVICE** application, please provide:

\*Please note that the **OWNER** of the property must have an account in order for a Management Company to establish service;

\***HOWEVER**, if the **OWNER** provides a copy of Management Agreement with their application the Management Company will not need to apply.

- Management Agreement, which includes owner information and dates of contract, and signatures of both parties on the agreement.
- Valid Government Issued picture identification of the representative of the company that completes the application.

**REALTORS:** Along with the **NEW SERVICE** application, please provide:

- Listing Agreement **OR** Proof of Assignment; which should have the property address, the realty company name, and the realtor name that is applying for service.
- Valid Government Issued picture identification of realtor.

**\*\*This form must be submitted within 14 days of receipt of the application to avoid an interruption of service. Applications can be emailed (using new address in the subject line), faxed, mailed or brought in to our office. \*\***



**FULTON COUNTY FINANCE DEPARTMENT  
WATER & SEWER DIVISION**

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Attn: Transfers

**APPLICATION FOR WATER/SEWER SERVICE**

For Office Use Only

Account Number: \_\_\_\_\_ Closing Date/Beginning Lease Date: \_\_\_\_\_

Please Print

Name: \_\_\_\_\_

(Last, First MI OR Business Name)

C/O: \_\_\_\_\_

Check one:

☐ OWNER ☐ TENANT ☐ MANAGEMENT COMPANY ☐ REALTOR

Service Address: \_\_\_\_\_

(Street Address) (City, State and Zip code)

Mailing Address: \_\_\_\_\_

(If different than Service Address) (City, State and Zip code)

Telephone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Last 4 Digits of Social Security Number/Tax ID: \_\_\_\_\_

Drivers License/ID Number: \_\_\_\_\_ State: \_\_\_\_\_

Previous Address (If Fulton County): \_\_\_\_\_

Leave on at Previous Address: Yes No-Please Disconnect on: \_\_\_\_\_

In consideration for receiving water and/or sewer service from Fulton County, Georgia, at the above location, I hereby acknowledge responsibility for payment of service billings. Residential water accounts are billed on a bi-monthly basis (every two months), Commercial accounts monthly (every month), and payment by the indicated due date is required to prevent interruption of service. **You are responsible for water/sewer service until your account is closed.**

\_\_\_\_\_ I understand that Fulton County is not responsible for water damage to this property or its contents. **If the water (initial) is off, it may take up to 5 business days to have service restored. UNLOCK METER ONLY** \_\_\_\_\_

In consideration for having water service initiated/restored at the above address, I agree to ensure that all water service facilities (sink and tub faucets/inside and outside, toilets, etc.) are turned off; or that someone will be on the property to check for leakages. We recommend that you turn off your private cut off valve, if applicable. **Once the application is processed, it may take up to 5 business days to restore water service.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*APPLICATIONS WILL NOT BE PROCESSED WITHOUT APPROPRIATE DOCUMENTATION- PLEASE REFER TO NEW SERVICE CHECKLIST\*\*\***